Fall 2015

FREN 1002

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University of New Orleans

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Welcome to FRENCH 1002 online!

Description: This course is the second segment of Basic French. Unlike Basic French offered on-site, this online class will require students to read, speak and practice most activities by themselves, to listen to audio files and watch video segments on their screen and to create their own virtual communication environment. You will be asked to talk to your screen and to repeat after your instructor. You will occasionally have to record yourself for audio assignments that you will upload to moodle. Online homework assignments and exams will include audio segments.

Objectives: to acquire basic skills in French and to become familiar with cultural aspects of the French speaking world.

Student Learning Outcome:

1. Proficiency in Reading and Writing
2. Proficiency in Speaking and Listening Outcomes
3. Proficiency in History and Culture

You will use the same book you used for FRENCH 1001 (En Avant!) and we will cover the material presented in Chapters 5 to 8. You will also need an access key to the En Avant! Online Workbook (purchased with your textbook at the campus bookstore or online). If you used En Avant! Last semester you do not need to purchase a new access key, only the new course code provided below (see QUIA) will be necessary.


http://books.quia.com/

Once you have purchased the access key (bookstore or link above) you will need the course code below to register. Step by step Quia registration information is provided at the end of this document.

**COURSE CODE : PRGH348**

**Communication:** First, let us make sure we are on the same page. You are taking an online class with me this semester. We will probably not have a chance to meet in person but I will treat you with all the respect any student on campus can expect from their professor. In return, do keep in my mind that as your professor I expect a certain level of formality and that *all communication should be conducted in a professional manner.* For example, it is highly recommended to begin all written communication with “Professor Bourderionnet” and to finish with “thank you” and then sign your name. This will ensure a cordial and professional setting for our class.

All email correspondence to your instructor must be sent from a *uno.edu* address.

**Tests:** There will be **three chapter tests:**
Chapter 5, chapter 6 (the midterm) and chapter 7
Then there will be a comprehensive final with a concentration on Chapter 8. (There will be no chapter exam for Chapter 8).

Part of the final exam (taken in a separate test file) will be a 25-questions multiple choice test (Exit Test) which is a departmental requirement and is part of all foreign language classes at UNO. I will post a practice Exit Test to help you prepare for this multiple-choice questionnaire.

Two regular chapter tests (chapter 5 and chapter 7) will count for **30%** of the final grade
The Midterm exam will count for **20%** of the final grade
the **final** exam will count for **30%**
This will represent **80%** of your final grade.
I will generally give you 1 to 2 days to take a test. The dates are indicated in the timetable provided at the end of this document. **Once you begin a test you will need to finish it in a certain amount of time** (which will be indicated in the test’s general instructions as well as on the test section itself), so please make sure that you are ready to take a particular test section before you access it. Once you’ve launched it, there is no going back! No test grade will be dropped. As you probably already know, accents are a very important part of spelling in French. Before taking the first test, make sure you are familiar with your keyboard’s options so as to avoid losing points over improper or missing accents.

**Moodle:**

Once you are enrolled in this course, you are also automatically enrolled on Moodle, the UNO course management system linked to the school’s website. You are required to have computer access to the UNO website and to Moodle. For issues regarding your email account go to http://ucc.uno.edu/helpdesk/hdform.cfm

**QUIA/CENTRO:**

CENTRO is a course management system specific to your textbook that offers online workbook and lab manual with audio, assignment activities, course enrichment through video, and interactive voice board, and online tutoring. You will have weekly assignments to complete in CENTRO. In order to access CENTRO, which is driven by a system called Quia (http://books.quia.com/books/students.html) you must “enroll” by creating an account with your UNO username, plus a password of your choice. You will then enter your “book key” and your course code **PRGH348**

Your class on the site is listed as **Basic French II - French 1002-476.** Make sure you select the right section (French 1002-476) as other classes may exist in the same course. Complete instructions are provided at the end of this document. It is important that you are enrolled by Aug. 26, 2015.

**How to study:**

Since we are not working in a classroom, Moodle will be the space we rely upon to access all course material posted by your instructor, as well as for testing and other resources. You will also make ample use of the various support materials made available online by *En Avant!* (see CENTRO above)

You will follow the directions found in my bi-weekly postings in order to study the material most effectively. I will direct you towards selected pages and drills to practice with. I will make available some self-designed powerpoint and audio documents to supplement the material presented in your text.
Making use of the audio files I post is very important to succeed in this class. Tests will include audio segments to evaluate your progress with audio comprehension. Centro videos and the additional audio I provide constitute your main exposure to the sounds of the language.

I may also direct you to web resources where you can seek additional presentation and explanation of the material we will cover. Your questions on the material can be submitted via email.

**Homework:**

Homework for this course consists of activities in the Online Workbook. Once you have registered on Quia with your new (or old) access key using the NEW COURSE CODE: **PRGH348**

you should get to the following page:

Click on chapter 5 and then go to my tools on top right.
Click on Assignment List

All assigned exercises will have a due date next to them.

You will need to have completed all online homework assignments for a given chapter before you take the exam for the particular chapter. The due date for the assignments coincides with the chapter exam date.

The only assignments that need to be “turned in” are the ones on Quia/Centro! You do not have to “send” them to me; they will automatically show up on my end as soon as you have submitted them. Past the indicated deadline for each set of assignments you will not be able to submit any homework for that Chapter. These exercises count for 25% of your final grade. The activities in your textbook, in the powerpoints I post are for practice only and don’t need to be turned in to me. They are the equivalent of exercises and drills usually done in the classroom.

PLEASE NOTE THAT A GRADE OF 0 ON QUIA ASSIGNMENTS FOR THE SEMESTER WILL AUTOMATICALLY MEAN FAILING THE COURSE. ‘OPTING OUT’ OF THIS PART OF THE COURSE IS NOT PERMITTED.

Performance evaluation:

Three chapter tests: 50%
Comprehensive Final exam: 30%
iLrn/Quia online workbook: 20%

Grading scale:

90-100% = A  
80 - 89% = B  
70 - 79% = C  
60 - 69% = D  
59% - = F

Academic integrity:

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information. The Code is available online at http://www.studentaffairs.uno.edu.

To ensure academic integrity, all students enrolled in distance learning courses at the University of New Orleans may be required to participate in additional student identification procedures. At the discretion of the faculty member teaching the course, these measures may include on-campus proctored examinations, off-site or online proctored examinations, or other reasonable measures to ensure student identity. Authentication measures for this course are identified below and any fees associated are the responsibility of the student.

For French 1002-476, the midterm and final exams are administered on-site or must be proctored at an accepted institution (fees and arrangements are the responsibility of the student).

The university of New Orleans partners with Proctor U, a live, online proctoring service that allows students to complete exams from any location using a computer, webcam, and a reliable internet connection.

Tutoring services:
Free tutoring maybe available for French 1002 at the UNO Learning Resource Center. Check the web at http://lrc.uno.edu or call 280-7054 for the schedule. Appointments are recommended, but not required. Private tutoring may also be available. Contact the Department of Foreign Languages at 280-6657 or 280-6658.
Accommodations for the students with disabilities:
The University of New Orleans (UNO) is committed to providing for the needs of enrolled or admitted students who have disabilities under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (A.D.A). In general, University policy calls for reasonable accommodations to be made for students with documented disabilities on an individualized and flexible basis. It is the responsibility of students, however, to seek available assistance at the University and to make their needs known.

For more information, please contact the Office of Disability Services:
By mail: 2000 Lakeshore Dr., Milneburg Hall, Room 159, New Orleans, LA 70148
By Phone: (504) 280-7284 / (504) 280-3998(fax)
By email: aaking@uno.edu or jlyn@uno.edu

Timetable / Calendrier

This schedule provides a week by week progression of our online class. I will post two lessons per week on Mondays and Wednesdays. I may post additional material on any given day (especially before exams). You will always be notified of any new posting via email (through Moodle).

The exam dates correspond to timed-online exams that you will have to take within 24 to 48 hours. When students choose to take their exams on the last day of the exam availability period they should be aware that they are increasing chances of falling behind on the material already available for the following chapter.

Course Program:

Assignments, pages to study, exercises will be posted on a bi-weekly basis, on Moodle via the “Announcement” page. Announcements will be forwarded via uno email. Students enrolled in this course should read their uno email daily and visit the course’s moodle page regularly to access course material, assignments and tests.

This is a tentative schedule, instructor retains the right to make adjustments as needed. Test dates indicated here are subject to change (except for final). Students are responsible for keeping up with possible program changes as they become available via Moodle.

Week 1 Aug. 19-21
Quia enrollment + review material
Begin Chapter 5

Week 2    Aug. 24-26
Chapter 5 continued
Chapter 5 continued

Week 3  Aug. 31 - Sept. 2
Chapter 5 continued
Chapter 5 continued

Week 4  Sept. 7-9
Chapter 5 conclusion and review

1st chapter exam Friday, Sept. 11
(All Quia assignments for chapter 5 are due on the day of the exam).

Week 5  Sept. 14-16
Begin Chapter 6
Chapter 6 continued

Week 6  Sept. 21-23
Chapter 6 continued

Week 7  Sept. 28-30
Chapter 6 continued
Chapter 6 continued

Week 8  Oct. 5-7
Chapter 6 conclusion
Comprehensive “mid-term” exam Friday Oct. 9
(All Quia assignments for chap 6 are due on the day of the exam).

Week 9  Oct. 12-14
Begin Chapter 7
Chapter 7 continued

Week 10  Oct. 19-21
Chapter 7 continued
Chapter 7 continued

Week 11  Oct. 26-28
Chapter 7 continued
Chapter 7 conclusion and review

Week 12  Nov. 2-4
3rd chapter test Nov. 6
(All Quia assignments for chap 7 are due on the day of the exam)

Week 13  Nov. 9-11
Begin Chapter 8
Chapter 8 Continued
Final Exam Wednesday Dec. 9 The final will have to be taken within a 24 hour period.

QUIA INSTRUCTIONS:

Course: Basic French II – Section: FRENCH 1002-477  
Code: PRGH348  
Book: En avant, Online Workbook/Laboratory Manual, 1st Edition

Creating a Quia Account

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to http://books.quia.com and click Students, then click Create a new account.
2. Select a username and password and enter your information, then click Submit.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

Entering the Book Key and Course Code

Enter the book key and course code to complete the enrollment process. You may already have a book key, or you may need to purchase a book key. Depending on your situation, use one of the procedures below. If you activated the book for a previous course, you can start at step 4 of I already have a book key below.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the Enter field and click Go.

Note: Book keys can only be used once. Your book key will become invalid after you use it.

I already have a book key

2. At the top of the page, enter your book key and click Go.
3. Click Confirm to confirm your registration information. Your book will appear under the My books heading.
4. Beside the book listing, enter the course code PRGH348 in the Enter course code field and click Go.
5. If necessary, select a class or section and click Submit.

I need to purchase a book key

2. At the top of the page, enter the course code PRGH348 and click Go.
3. If necessary, select a class or section and click Submit. The course and books will appear under the My classes heading.
4. Locate the book and click buy.
5. Proceed through the purchase process.

Note: If the buy link does not appear in Step 4, contact your instructor for information about obtaining a book key.

Using Quia

To access your Student Workstation in the future, go to http://books.quia.com and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia Support at http://books.quia.com/support.
Important Dates*
Last day to adjust schedule w/out fee.........................08/18/2015
Semester Classes Begin ...........................................08/19/2015
Last day to adjust schedule w/fee, or withdraw with 100% refund............................08/25/2015
Last day to apply for December commencement ....09/25/2015
Final day to drop a course or resign .......................10/14/2015
Mid-semester examinations ................................10/05-10/09/2015
Final examinations ..................................................12/07-12/11/2015
Commencement ......................................................12/18/2015
*Note: check Registrar’s website for Saturday and A/B sessions, and for items not listed here: http://www.registrar.uno.edu

Fall Semester Holidays
Labor Day .............................................................09/07/2015
Mid-semester break ..............................................10/15-10/16/2015
Thanksgiving .........................................................11/26-11/27/2015

Withdrawal Policy – Undergraduate only
Students are responsible for initiating action to resign from the University (withdraw from all courses) or from a course on or before dates indicated in the current Important dates calendar. Students who fail to resign by the published final date for such action will be retained on the class roll even though they may be absent for the remainder of the semester and be graded as if they were in attendance. Failure to attend classes does not constitute a resignation. Check the dates on the Registrar’s website, http://www.registrar.uno.edu. Please consult The Bulletin for charges associated with dropping and adding courses.

Incomplete Policy – Undergraduate only
The grade of I means incomplete and is given for work of passing quality but which, because of circumstances beyond the student’s control, is not complete. The issuance of the grade of I is at the discretion of the faculty member teaching the course. For all graduate and undergraduate students, a grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the Important Dates Calendar) of the next regular semester including summer semester.

Repeat Policy
When a student is permitted to repeat a course for credit, the last grade earned shall be the one which determines course acceptability for degree credit. A student who has earned a C or better in a course may not repeat that course unless, (1) the catalog description indicates that the course may be repeated for credit, or (2) the student’s Dean gives prior approval for documented extenuating circumstances.

Graduate Policies
Graduate policies often vary from undergraduate policies. To view the applicable policies for graduate students, see the Graduate Student Handbook: http://www.uno.edu/grad/documents/GraduateStudentHandbook2014.pdf

Academic Dishonesty Policy

Safety Awareness Facts and Education
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:
http://www.uno.edu/student-affairs-enrollment-management/

UNO Counseling Services and UNO Cares
UNO offers care and support for students in any type of distress. Counseling Services assist students in addressing mental health concerns through assessment, short-term counseling, and career testing and counseling. Find out more at http://www.uno.edu/counseling-services/. First-year students often have unique concerns, and UNO Cares is designed to address those students succeed. Contact UNO Cares through http://www.uno.edu/fye/uno-cares.aspx.

Emergency Procedures
Sign up for emergency notifications via text and/or email at EZCampus Notification: http://www.uno.edu/ehso/emergency-communications/index.aspx. All emergency and safety procedures are explained at the Emergency Health and Safety Office: http://www.uno.edu/ehso/.

Diversity at UNO
As the most diverse public university in the state, UNO maintains a Diversity Affairs division to support the university’s efforts towards creating an environment of healthy respect, tolerance, and appreciation for the people from all walks of life, and the expression of intellectual point of view and personal lifestyle. The Office of Diversity Affairs promotes these values through a wide range of programming and activities. http://diversity.uno.edu/index.cfm

Learning and Support Services
Help is within reach in the form of learning support services, including tutoring in writing and math and other supplemental instruction. Visit the Learning Resource Center in LA 334, or learn more at http://www.uno.edu/lrc/.

Affirmative Action and Equal Opportunity
UNO is an equal opportunity employer. The Human Resource Management department has more information on UNO’s compliance with federal and state regulations regarding EEOC in its Policies and Resources website: http://www.uno.edu/human-resource-management/policies.aspx